

SOURCE

ATHLETIC TRAINING ORTHOPEDIC RESIDENCY
POLICIES AND PROCEDURES MANUAL

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This manual is designed to familiarize you with our program specifically and provide you with information about our mission, goals, policies, guidelines, and programs. As an employee of Source Fitness Management, LLC, you are bound to all policies within the general employee handbooks and manuals. While rare, in the event the two policy and procedures manuals contradict, the company policies and procedures will supersede the Residency's. Please keep in mind that it's not intended to be 100% comprehensive, and it's not meant to address every application of, or exception to, the general policies and procedures described.

SOURCE ORTHOPEDIC RESIDENCY PROGRAM OVERVIEW

The Source Athletic Training Orthopedic Residency is a 12-month (52 week) educational program that begins in June and concludes in May of each year. It was founded on the belief that orthopedic specialists belonged in every setting, not just the orthopedic clinic. Throughout the year, Residents will become specialists as they work through rigorous didactic, clinical, and scholarship requirements. Residents are subject to both

PROGRAM MISSION

The mission of the Source Orthopedic Residency is to provide advanced practice opportunities to athletic trainers through inter-professional collaboration, comprehensive educational programming, and ingenuity. We aim to utilize community-based support to develop advanced clinicians while being stewards of the profession and giving back to the community.

RESIDENCY PROGRAM GOALS AND OUTCOMES

GOAL 1: The Athletic Training Resident will serve as a leader within the athletic training profession.

OUTCOME 1: The Athletic Training Resident demonstrates gold standard care by facilitating patient care according to best practices set forth by the profession.

OUTCOME 2: The Athletic Training Resident reflects upon clinical and professional areas in which to improve and executes measures to better serve their community and their patients.

OUTCOME 3: The Athletic Training Resident demonstrates a commitment to evidence-based practice through consistent retrieval and implementation of scholarly sources to improve upon patient outcomes, community needs, and systematic policies.

GOAL 2: The Athletic Training Resident will embody the essence of cultural competency to improve healthcare systems and community-based wellness.

OUTCOME 4: The Athletic Training Resident will perform community needs assessments to improve upon policies and procedures, advocates for cost effective healthcare strategies, and ensure the health and wellness of patients.

OUTCOME 5: The Athletic Training Resident will identify the social determinants of health that impact their patient population and integrates practices to help serve the patient's individual needs.

GOAL 3: The Athletic Training Resident will be recognized as an expert within orthopedic care.

OUTCOME 6: The Athletic Training Resident demonstrates sufficient clinical knowledge to efficiently evaluate and manage complex orthopedic conditions.

OUTCOME 7: The Athletic Training Resident effectively utilizes technology to document, manage, and facilitate communication regarding patient care.

OUTCOME 8: The Athletic Training Resident demonstrates proficiency in the referral for and analysis of diagnostic testing and procedures.

GOAL 4: The Athletic Training Resident is recognized as a leader and active contributor within the healthcare team.

OUTCOME 9: The Athletic Training Resident facilitates exemplary communication amongst members of the healthcare team and involved parties to ensure optimal patient outcomes.

OUTCOME 10: The Athletic Training Resident is recognized as an essential member of the healthcare team and exhibits integrity and ethical behavior in all professional interactions.

SOURCE ATHLETIC TRAINING RESIDENCY STAFF & FACULTY 2024-2025

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SOURCE ATHLETIC TRAINING RESIDENCY AGREEMENT

RESPONSIBILITIES OF THE ATHLETIC TRAINING RESIDENT

Residents are expected to attend all residency curriculum programming in addition to their clinical responsibilities. Daily responsibilities will vary according to school and residency curriculum schedules. The Athletic Training Resident must remain flexible as demands and hours will change weekly and sometimes daily. On average, the Resident can expect to spend 40-50 hours/week on clinical duties and 5-10 hours/week on academic responsibilities throughout the residency year. Residents must be given one day off per week averaged over four weeks.

GENERAL PROGRAM EXPECTATIONS AND ROLES

Over the curriculum year, the Resident will partake in duties relevant to education, clinical competence, documentation, and communication. Duties and responsibilities are outlined below:

Education

- Attend and actively participate in all didactic learning sessions, including those set forth by the Residency Core Faculty and SFM Education Committee.
- Complete didactic curriculum assignments in a timely and proficient manner.
- Complete orthopedic surgical rotation to prepare Residents to complete and pass their BOC Orthopedic Specialty Exam.
- Complete clinical education assignments in a timely and proficient manner, as outlined by program faculty.
- Uphold the ACGME Core Competencies within clinical practice.

Documentation

- Maintain high-quality and thorough documentation to protect patients' safety.
- Ensure high quality of care.
- Perform complete and accurate medical recordkeeping.
- Ensure the patients get the proper care in a timely manner.

Communication

- Effectively communicate healthcare structure across stakeholders at the worksite, including Athletic Directors, Coaches, Parents, Student-Athletes, and Healthcare Providers.
- Communicate with Source Residency Program Director and faculty regularly regarding operations at the clinical site.
- Communicate with other allied health professionals to ensure high-level interdisciplinary collaboration.

Clinical Competencies

- *Adaptability* - Adapt to changes in the work environment; Manage competing demands; Change approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- *Customer Service* - Manage difficult or emotional customer situations; Respond promptly to customer needs; Solicit customer feedback to improve service; Respond to requests for service and assistance; Meet commitments.
- *Dependability* - Follow instructions, respond to management direction; Take responsibility for own actions; Keep commitments; Commit to long hours of work when necessary to reach goals; Complete tasks on time or notifies appropriate person with an alternate plan.
- *Professionalism* - Tactfully approach others; React well under pressure; Treat others with respect and consideration regardless of their status or position; Accept responsibility for own actions; Follow through on commitments.
- *Teamwork* - Balance team and individual responsibilities; Exhibit objectivity and openness to others' views; Give and welcome feedback; Contribute to building a positive team spirit; Put success of team above own interests; Build morale and group commitments to goals and objectives; Support everyone's efforts to succeed.

Additional Responsibilities

- Practice proper safety techniques by Source and school/county policies and procedures.
- Travel for per-diem coverage needs and transportation of supplies, marketing materials, and other essential items are deemed by the Source Fitness Management Residency Administration.
- Attend mandatory staff meetings, system-wide training, parent and booster club meetings, and other necessary events or functions by Source Fitness Management Residency Administration.

- Perform other related duties as assigned by SFM Management and Residency Program Director, supporting customers' needs outside of the secondary school setting.
- Understand physical demands of work environment:
 - Standing
 - Sitting
 - Walking
 - Utilization of hand and finger dexterity
 - Climb, balance, bend, stoop, kneel, and crawl
 - Talk and hear
 - Exposure to wet and humid conditions
 - Exposure to outdoor weather conditions
 - Exposure to extreme heat or cold
 - Exposure to bloodborne and airborne pathogens or infectious materials
 - Moderate noise level(s)
 - Lifting and carrying
 - Close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

APPLICATION PROCESS AND ADMISSION REQUIREMENTS

To be successfully matriculated into the SFM Orthopedic Residency Program, the Resident must have or obtain the following:

- BOC Certification
- NPI Number
- Athletic Training Georgia State Licensure
- Current First Aid/CPR/AED Certification
- Minimum of 3-5 years of experience as a certified athletic trainer.

Application materials required for consideration include:

- Resume/Curriculum Vitae
- Unofficial transcripts from athletic training degree program
- 2-3 Letters of recommendation
- Written response to the following prompt:
 - The mission of the Source Residency Program is to provide advanced practice opportunities to athletic trainers through interprofessional collaboration, comprehensive educational programming, and ingenuity. As a resident of this program, please explain how you intend to use your orthopedic specialty to improve community-based healthcare as well as the standard of care in the athletic training profession.

Applications materials must all be submitted with the corresponding job posting within Paylocity. Only complete applications received prior to the due date are reviewed and accepted. Qualified applicants will be invited for a formal in person interview with residency faculty and invited SFM management. Final decisions are made in early April, with a start date of June 1st each year.

RETENTION AND GRADUATION REQUIREMENTS:

Following ACGME guidelines, Residents of the Source Athletic Training Residency will work a minimum of 40 hours per week, including their school assignments and outreach hours as designated by the program. These 40 hours **does not** include didactic programming; however, Residents **may not** work beyond 80 cumulative clinical practice and educational work hours per week. Residents must attend all residency curriculum programming and their clinical responsibilities (5 hours/week on average). Daily responsibilities will vary according to school and residency curriculum schedules. The Athletic Training Resident must remain flexible as demands and hours can potentially change with minimal notice

Minimum hourly requirements per ACGME guidelines are as follows:

- **1664 total clinical practice hours** in the specialty (orthopedics) *(80% of the 40-hour minimum clinical practice work week over 52 weeks)*
 - **500 total hours of mentored time** within the specialty (orthopedics) *(30% of clinical practice time)*
- **260 additional hours** of planned didactic education *(5 hours per week on average)*

Clinical hours will be scheduled through Microsoft Teams Shifts ahead of time with the Program Director. Clinical and didactic hour progress will be tracked for each Resident through an excel worksheet, that the Resident will have access to at any point. It is the Resident's responsibility to keep track of their progress through clinical and didactic hours, to ensure timely completion of the program.

Athletic Training Residents must perform a self-assessment before the beginning of the residency year. This self-assessment will allow Residents and faculty to understand their goals and areas of clinical expertise/weakness. Residents will also be required to attend regular check-ins throughout the year with Resident faculty to review any feedback. Finally, Residents will be expected to participate in the annual athletic training residency program review and development.

Residents will be considered officially graduated from the Source Residency Program after completing the full year of residency requirements as outlined below:

- Completion of residency orientation
- Completion of clinical practice hours, mentored time, and didactic education hours
- Completion of all Resident assessments (pre-, mid-year, and end year assessments) and faculty check-ins
- All components of capstone project completed
- Program reflection and assessments
- Exit Interview
- Faculty sign-off

DIDACTIC REQUIREMENTS

To be eligible for program completion and graduation, Residents must complete a **minimum of 260 hours of didactic (educational) programming**. Residents must attend all didactic sessions and actively participate in each session. Participation includes discussion, questions, comments, demonstrations, etc. When applicable, Residents will come prepared with materials relevant to the session.

Over the course of the Residency Year, Athletic Training Residents will attend curriculum hours in the following areas of study:

- Evidence-Based Practice and Quality Improvement
- Organization and Administration in Orthopedic Healthcare
- Leadership and Professional Development
- Orthopedic Evaluation and Management of:
 - Face, Head, Neck, and Spine
 - Shoulder
 - Foot, Ankle, and Lower Leg
 - Knee
 - Hip and Thigh
 - Low Back and Core
 - Elbow, Wrist, and Hand
- Orthopedic Surgical Knowledge
 - General Knowledge
 - Surgical Preparation
 - Surgical Techniques
 - Post-Surgical Care

Within the above areas of study, Athletic Training Residents will be required to attend didactic sessions including but not limited to:

- Grand Rounds (sessions provided by Source Fitness Management and Northside Hospital)
- Journal Club (sessions provided by Source Fitness Management)
- Leadership Hour
- Scholarship Hour
- Presentation/Lecture Format Sessions
- Individual/Team Projects and Presentations

CLINICAL REQUIREMENTS

Clinical requirements for the Source Residency include all athletic training services provided at the Resident's assigned secondary school, surgical rotations as determined by the curriculum calendar, and additional hours required by the Source Outreach Program. Athletic training services include active patient care, documentation, substitute coverage, administrative duties, capstone project work, and meetings pertinent to clinical responsibilities.

To be eligible for program completion and graduation, Residents must complete **1664 total clinical practice hours**. Residents will be responsible for tracking all clinical hours at secondary site and outreach events and submitting them to the Program Director on a weekly basis. Of the required 1664 clinical practice hours, **a minimum of 500 hours must involve mentorship**. Mentorship hours include but are not limited to site visits, audits, regular check-in meetings with the Program Director or Core Faculty, and/or events in which core faculty members and/or Resident preceptors work alongside Residents.

SCHOLARSHIP EXPECTATIONS

The Source Residency will utilize concepts from Boyer’s Model of Scholarship, encompassing the four pillars of discovery, integration, application, and teaching to guide Residents through the curriculum. Didactic curricular activities will adhere to ACGME Core Competencies, including 1) practice-based learning and improvement, 2) patient care and procedural skills, 3) systems-based practice, 4) medical knowledge, 5) interpersonal and communication skills, and 6) professionalism.

Examples of scholarly activities throughout the residency year include attending or leading grand rounds and journal club sessions to review current evidence-based concepts in orthopedics, article analysis and review sessions, collection of patient-reported outcomes measures (PROMs), and completion of a community-based capstone project.

Boyer’s Model of Scholarship (1997)

Type	Purpose	Measures of Performance
Discovery	Build new knowledge through traditional research.	<ul style="list-style-type: none">• Publishing in peer-reviewed forums• Producing and/or performing creative work within established field• Creating infrastructure for future studies
Integration	Interpret the use of knowledge across disciplines.	<ul style="list-style-type: none">• Preparing a comprehensive literature review• Writing a textbook for use in multiple disciplines• Collaborating with colleagues to design and deliver a core course
Application	Aid society and professions in addressing problems.	<ul style="list-style-type: none">• Serving industry or government as an external consultant• Assuming leadership roles in professional organizations• Advising student leaders, thereby fostering their professional growth.
Teaching	Study teaching models and practices to achieve optimal learning.	<ul style="list-style-type: none">• Advancing learning theory through classroom research• Developing and testing instructional materials• Mentoring graduate students• Designing and implementing a program level assessment system.

ACADEMIC DISHONESTY

Source Residency has a zero-tolerance policy for academic dishonesty. Residents are expected to adhere to the highest standards of academic integrity and honesty. Academic dishonesty is defined as cheating, misrepresentation, or stealing of academic or intellectual work from another with the intention of submitting it as one’s own, independent work. Please note that using artificial intelligence (e.g., ChatGPT) to generate script for assignments is considered academic dishonesty. Submission of any written materials must be the sole intellectual property of the Resident.

If a Resident is found to have committed any act of academic misconduct, an official report will be submitted by the Program Director and other relevant management as determined by the residency director. The Resident will be removed from the program, and employment as an Orthopedic Athletic Training Resident will be terminated.

CONTINUING EDUCATION

Source Residents will receive Category A continuing education units (CEUs) for certain components of the residency program. Source Fitness Management is a Board of Certification (BOC) Approved Provider that provides CE opportunities for its staff. As SFM employees, Residents are allowed to take advantage of these opportunities, even if they are required within residency programming. All Category A programming will be subject to BOC approval and policies. Residents will be informed ahead of time if a didactic program is eligible for Category A CEUs.

FINANCIAL RESPONSIBILITIES

As a full time employee of Source Fitness Management, Residents are entitled to all the financial benefits including but not limited to monies for state licensure, educational programming, technology (work phone and iPad), and clothing allotment. Currently there are no required financial responsibilities of the Resident. In the event one arises, the program will provide as much time and financial assistance as possible. Salaries are assigned based on experience.

TECHNOLOGY POLICY

Source Fitness Management, LLC's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the Source Fitness Management, LLC systems.

Source Fitness Management, LLC may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. The reasons for which the Company may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during the employee's absence.

Further, Source Fitness Management, LLC may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Company property, are appropriate. The reasons for which the Company may review employees' use of the Internet with Company property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during the employee's absence.

The Company may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Company's policies prohibiting harassment, in their entirety, apply to the use of Company's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex,

sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the Company's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

Source Fitness Management, LLC-provided portable communication devices (PCDs), including cell phones and tablets, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Company-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Company information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Company information. This is the only way currently possible to ensure that all Company information is removed from the device at the time of termination. The removal of Company information is crucial to ensure compliance with the Company's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Company-issued device, the Company's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions. Texting and e-mailing while driving is prohibited in all circumstances.

Replacement Cost for Lost/Stolen Company Devices

iPhone \$500.00

iPad \$400.00

CONTINUING EDUCATION REIMBURSEMENT

Employees are eligible to be reimbursed for approved continuing education. The CEU event must be approved by your direct report. Once the CEU event has been approved using the CEU Approval Form, employees may pay registration or other approved fees. **DO NOT PAY ANY FEES WITHOUT PRIOR APPROVAL.** Receipts must be turned in with the reimbursement in Paylocity for approval. If an employee pays for an event they do not attend, the employee will be responsible for repaying fees paid by Source.

STATE LICENSURE RENEWAL

It is a requirement of your employment with Source to be a licensed athletic trainer in the state of Georgia. This renews every two years. Starting June 2024, on renewal years, you will be reimbursed \$100 to cover the licensure renewal fee on the first paycheck in June. This will be automatically added to the first paycheck of the new fiscal year. You do not need to submit a reimbursement request in Paylocity for this.

DIDACTIC PROGRAMMING

The program will host several didactic programs each week that Residents will be required to attend. There will also be additional optional events hosted through various organizations (Northside Hospital, NATA, etc.) that can qualify as didactic hours. Residents are responsible for getting outside didactic programs approved by the Program Director prior to attendance. Residents should have, on average, 5 hours of didactic programming per week.

The following programs will be hosted by the residency program:

Residency Didactic Sessions (Daily-Weekly)

Daily to weekly sessions dedicated to orthopedic and sports medicine educational content as outlined in didactic curriculum. Didactic sessions are required of Residents and appropriate residency faculty. Sessions may be opened for SFM staff on a case-by-case basis. Sessions will include varied methods of teaching, such as lecture, discussion, and projects. Residents are expected to arrive to sessions prepared. Meetings will be led by Core Faculty, affiliate faculty, and/or Residents. Frequency of sessions will vary based upon time of year and curriculum content. Hours will be determined prior to each session and communicated with Residents ahead of time.

SFM Education Committee Grand Rounds (Monthly)

Structured orthopedic case presentations completed by SFM athletic trainers. Grand rounds presentations usually consist of a presentation of pathogenesis, symptomatology, and/or therapy, usually of a specific injury or illness. Presentations are followed with meaningful and semi-structured discussion. Presentations are based on real cases handled by the presenter. These sessions are open to all full-time SFM employees. Grand Rounds occur once a month. SFM Grand Rounds are open to all staff and can count as a Category D CEU.

SFM Education Committee Journal Club (Biweekly)

Structured didactic programming that focuses on a specific topic in sports medicine. At minimum three peer-reviewed articles are discussed in terms of overall methods, statistical analysis, and conclusions of the articles as well as implementation of the article into clinical practice. The set articles will be chosen prior to each journal club date so that Residents have ample opportunity to review the articles. All articles will be published within the last 5 years so that the most recent research will be reviewed. Residents must lead at least four journal clubs during the residency year (dates will be set at orientation). Attendance and active participation will count as 1 Category A CEU event. Attendance and active participation will count as 2 didactic hours for the residency program. When a Resident leads a journal club, they will receive 10 Category A CEUs, as outlined by BOC, and 5 didactic hours for the residency program.

Professional and Leadership Hour (Biweekly)

Intimate didactic session in which Residents will engage with faculty on discussions related to professional development and leadership in the Athletic Training profession. Examples include communication techniques, emotional intelligence, leadership development, professional service, and the administration of athletic training. Scholarly articles and/or PD/leadership resources may be provided for review prior to meetings. Professional and leadership hour is semi-structured in nature but will be highly discussion based. Didactic hours will be assigned for each program individually and communicated ahead of time.

Scholarship Hour (Biweekly)

Intimate didactic sessions attended solely by Residents that reviews = articles on various sports medicine topics. Residents will engage with Core Faculty on discussions related to articles relevant to curriculum content, including results and methods of the study, strengths and weaknesses of the study, implications

to clinical practice, and implementation of the evidence into clinical practice. Articles will for the week following will be sent the week prior. Residents are expected to analyze, reflect, and prepare for discussion each week. Discussions may be held in person, virtually, or through discussion board formats. Didactic hours will be assigned for each program individually and communicated ahead of time.

PROGRAM AGGREGATE DATA

All aggregate data can be found on the Commission on Accreditation of Athletic Training Education’s website.

	2024-2025	2025-2026	2026-2027
Number of Residents Admitted	2		
Program Completion	N/A		
Resident Placement	N/A		

ATTENDANCE

For residency retention and graduation requirements, please refer to page 6.

Residents must display a consistent effort to make steady progress throughout the year. This includes attendance and active participation at all curriculum events, clinical sites, and completion of all required assignments. All required events, programming or clinical, will be scheduled in Microsoft Shifts ahead of time. Attendance at non-required events will be tracked via sign-in sheets, or through coordinating assignments (i.e. Reflections, journals, documentation, etc.) Residents are expected to work on average, minimum 40 hours a week.

Apart from situation(s) including disability, injury, illness, or situation involving the triggering of SFM’s leave policies, Residents are expected to arrive at work on time and remain on duty for the entirety of the workday, scheduled shift, or educational content hour(s). All Resident hours, including clinical and educational content, must be tracked, and monitored regularly by Resident Faculty. If a Resident is unable to attend a residency or clinical duty, the Resident must speak with the Program Director, their direct supervisor, and outreach supervisor (if applicable) as soon as possible. If the Resident schedule changes unexpectedly, the Resident will be expected to communicate said changes to residency director and direct supervisor as soon as possible to accommodate for any potential changes in coverage. In the event of a schedule change that requires travel, the Resident may be asked to attend didactic curriculum sessions virtually so as not to disrupt progress.

If there is evident difficulty for the Resident to complete curriculum assignments and attend programming due to absences, a meeting will be conducted between the Program Director and Resident to discuss options for program continuation. If applicable, a modified schedule may be implemented to allow the Resident to complete curriculum and clinical requirements in a timely manner. Every effort will be made by the program to accommodate Resident scheduling for events outside of the Resident’s control (i.e. Death or illness, weddings, etc.)

If a Resident fails to attend residency and/or clinical duties and no communication with the Program Director and/or direct supervisor has been made (“no call, no show”), the following policy will apply:

- First offense: formal written warning and note on Resident record, meeting with Program Director and worksite supervisor.
- Second offense: Dismissal from program and termination of residency position.

If a Resident demonstrates consistent tardiness (three or more events, > 5 minutes tardy) to residency and/or clinical duties with or without communication to Program Director and/or direct supervisor, the following policy will apply:

- 1st-3rd offense: verbal warning
- 4th offense: formal write up and meeting with Program Director and worksite supervisor (if applicable)
- 5th offense: removal from program and termination of residency position.

It is understood that there are sometimes unforeseen circumstances in which Residents may have to miss curriculum events and/or clinical duties unexpectedly. Residents are asked to communicate unexpected schedule changes within an appropriate time frame (minimum 24 hours). Based upon the number of unplanned absences throughout the residency year, the following policy will apply for addressing concerns:

- > 2 offenses of not communicating within an appropriate time frame (minimum 24 hours if possible) of scheduling changes: verbal and written warning
- 3rd offense: formal write up and meeting with PD and placed on probation
- 4th offense: Removal of program

Residents should follow all other SFM policies as outlined in the SFM Employee Policy and Procedures Manual regarding absence, including, but not limited to, communication with their coworkers and direct supervisors.

PAID TIME OFF

PAID HOLIDAYS

Athletic training Residents will follow the Source Fitness Management holiday schedule. The company will be closed, and no residency didactics will be planned on the following days:

New Year’s Day
Martin Luther King, Jr. Day
President’s Day
Memorial Day
Juneteenth National Independence Day
Independence Day
Labor Day
Veteran’s Day
Thanksgiving Day
Christmas Eve

Christmas Day
New Year's Eve

Residents will still be expected to work clinically on these days and will be granted an additional day (8 hours) of Paid Vacation that can be used at their discretion. In the event a Resident cannot work one of these days, they must notify the Program Director and their direct supervisor two (2) weeks in advance. Residents will not be charged a Paid Vacation (PV) Day for not working a paid holiday.

PAID TIME OFF

Athletic training Residents are eligible to receive up to 21-25 days (based on SFM Policy) of paid time off per year to be used for sickness, vacation, and/or other personal reasons. Leave requests should be submitted to the Program Director in writing, via email, at least three (3) weeks in advance. Once approved by the Program Director, the dates must be submitted to the Resident's direct supervising manager at least two (2) weeks in advance of the requested time off, via Paylocity. Every effort will be made to grant requests, consistent with operating schedules. However, SFM management and the Program Director have the right to deny time off requests for any reason. Athletic training Residents will not be paid for unused paid time off at the conclusion of employment.

BEREAVEMENT

The death of a family member is a time when employees wish to be with their families. If the employee loses a close relative, the employee will be allowed paid time off up to three (3) days to assist in attending to obligations and commitments. For the purposes of this policy, a close relative includes a spouse, domestic/civil union partner, child, parent, sibling, or any other relation required by applicable law. Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, Source Fitness Management, LLC may require verification of death.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Residents may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees with information concerning FMLA entitlements and obligations employees may have during such leaves. In the event a Resident needs to take a leave of absence under FMLA, they will remain enrolled in the residency program, and will be allowed to complete the program upon their return. Residents will be granted the amount of time they took off, to complete the program (i.e. If 12 weeks is taken off under FMLA, 12 additional weeks will be granted to complete graduation requirements). If employees have any questions concerning FMLA leave, they should contact their supervisor or Manager – Employee Experience.

Eligibility: FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must: 1) have been employed by a covered Company* for at least 12 months (which need not be consecutive); 2) have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

**Note: a covered Company is one which has employed 50 or more employees for at least 20 workweeks in the current or preceding calendar year.*

Entitlements: The FMLA provides eligible employees with a right to leave, applicable health insurance benefits and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

Basic FMLA Leave Entitlement: The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave may be taken for anyone, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son, daughter, or parent (but not in-law) who has a serious health condition.
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter, or parent is a covered military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces in support of contingency operations or Regular Armed Forces for deployment to a foreign country. This leave also is available for family members of active-duty service members.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration briefings.

Additional Military Family Leave Entitlement (Injured Servicemember Leave): In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is

otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces."

Covered **servicemembers** also include a veteran who is discharged or released from military services under conditions other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

MILEAGE

Employees are eligible to be reimbursed for certain mileage associated with work travel. Each employee has been designated a worksite. Any time an athletic trainer works an event or attends a meeting not at their worksite, they are eligible to be reimbursed for mileage from their traditional worksite to the event/meeting. These include, but are not limited to:

- Staff Meetings
- Educational Events
- Outreach Events
- Didactic Programming

In Paylocity, we require all employees to list their mileage with a starting address and ending address and for Paylocity to calculate the mileage. They will list out each route as individual expenses. We no longer allow just a total number of miles.

- The title of the expense should be where they are going. Ex: Thrive, Alpharetta and calculate mileage should be turned to Yes.

Title (required)

Thrive, Alpharetta

Category (required)

Mileage



Calculate Mileage? 

No

Yes

-
- The only time the calculate mileage feature wouldn't be turned to Yes is if they are manually calculating a difference in mileage from their traditional worksite to a change in starting worksite. They then can enter the number of miles and describe the route in the notes section.
- The only time round-trip mileage should be approved is if they return to their traditional worksite from an outreach event or if it is approved ahead of time.
- Under no circumstances should a home address be listed as their beginning address.

DRESSING AND GROOMING

Source Fitness Management upholds the highest standard for employees regarding grooming and appropriate dress. Each employee upholds and contributes to the image set forth by Source Fitness Management and Northside Hospital. As such, Residents are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Residents should contact the Program Director or supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well-groomed and wearing the proper attire.

GRIEVANCES

Residents of the Source Residency Program who have a significant dispute or complaint with the residency program, Program Director, or other Core Faculty member have access to all levels of leadership and human resources personnel. If a Resident wishes to communicate an issue experienced within the residency program, the following steps will apply:

1. The Resident will notify his/her Program Director in writing of the issue. If an issue is with the Program Director, the Resident may notify the appropriate HR representative. Residents must include all information and evidence that supports the grievance in written notification.
2. The Resident, Program Director, and HR personnel will set a time to meet in person to discuss the grievance and attempt to come to a mutually agreeable solution. The Resident and Program Director/HR personnel should make every effort to resolve the grievance in good faith. If an agreement is reached, the Program Director and/or HR personnel must notify the Resident in writing of resolution. Both written copies of the original grievance as well as the resolution must be kept on file by HR personnel.
3. If all parties cannot agree to a solution, the Program Director and HR personnel will bring the issue to Senior Management to review and plan for resolution.
4. If the grievance involves the Program Director or Core Faculty Member, please notify HR personnel in writing.

Note:* This policy **does not cover grievances resulting from termination of program or any consequences sustained from breaking attendance policy and/or not fulfilling didactic and clinical responsibilities. These grievances will be submitted to the Manager of Employee Experience and will be reviewed to ensure policies were executed appropriately. If deemed that they were, consequences will stand.

RESIDENT WITHDRAWAL, DISCIPLINARY ACTION, AND TERMINATION

RESIDENT WITHDRAWAL

If a Resident wishes to withdraw from the program, they must submit a formal written notice to Program Director and HR personnel within thirty days of the intended date to withdraw to remain in good

standing. Upon receiving official notice, the Program Director and HR personnel will sign notice of resignation and contact Resident to set up a time to meet for an exit interview. If the Resident meets criteria for good standing and no longer wishes to continue within the residency program but wishes to continue as an employee of Source Fitness Management, they will meet HR personnel and appropriate management to discuss next steps. The Resident will not graduate from the program in any event of withdrawal. Residents who resign without notice or are discharged from the residency program for any reason are in breach of contract and will result in an incompleteness of the residency program and potential termination from the company.

DISCIPLINARY ACTION AND TERMINATION

Residents who do not fulfill didactic and/or clinical residency attendance requirements may face disciplinary action and/or termination from the residency program. Please refer to attendance policy on page 11 for more information on disciplinary action and termination regarding attendance in the residency program.

Residents must adhere to the policies outlined in the Source Fitness Management Employee Handbook regarding Harassment, Sexual Harassment, Drug-Free and Alcohol-Free Workplace, DEI, and Workplace Violence. Any Resident found in violation of any of the above policies will be subject to a formal write-up and possible termination from the program and/or company.

NON-COMPETE CLAUSES

Upon hiring, Residents will sign non-competition agreements, just as all other full-time employees do. If a Resident voluntarily withdraws from the residency program, the Resident shall not engage in similar business within the territory for the length of the restricted period (two years). For the purposes of this section, the term “engage” refers to a) performing or participating in programs which are the same as, or substantially similar to, activities the Resident performed or participated in with Source, b) performing activities or services about which the Resident obtained Confidential Information or Trade Secrets as a result of Resident association with SFM; and/or c) interfering with or negatively impacting the business relationship between Source and a Customer, Prospective Customer, or any other third party about whom the Resident obtained Confidential Information or Trade Secrets as a result of association with Source.

FAIR PRACTICE ACT

Source Fitness Management, LLC is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Source Fitness Management, LLC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer,

training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

The Company will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the Company's business operations.

Any applicant or employee who needs an accommodation in order to perform the essential functions of the job should contact Manager – Employee Experience to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The Company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The Company will evaluate requested accommodations, and as appropriate, identify other possible accommodations, if any. The individual will be notified of the Company's decision regarding the request within a reasonable period. The Company treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Manager – Employee Experience. The Company will not allow any form of retaliation against individuals who raise issues of equal employment.

DIVERSITY, EQUITY, AND INCLUSION

Source Fitness Management, LLC ("Source" or "the Company") is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

Our human capital is the most asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture but our reputation and our company's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Source diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.

- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees of Source have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and all other company-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others regarding this policy may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor, the manager-employee experience, or the director of athletic trainer.

WORKPLACE SAFETY

Source Fitness Management, LLC is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

Source Fitness Management, LLC does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, Source Fitness Management, LLC specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, Source Fitness Management, LLC does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

PROHIBITED CONDUCT

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Company or client premises.

PROCEDURES FOR REPORTING A THREAT

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede Source Fitness Management, LLC's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Company to be aware of any potential danger in its offices. Indeed, the Company wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

WORKSITE SAFETY

The safety of yourself and the athletes are priority over everything. Please consider the list below when assessing safety at your school/work site.

- Emergency Action Plans must be updated annually*
- Equipment maintenance/calibration
- If you have any malfunctioning Source-purchased equipment, alert your supervisor ASAP
- If you have school purchased equipment malfunctioning let your AD know and include your supervisor in that email ASAP
- Plug all modalities into a GCFI outlet
- Report all ice machine issues to the AD and cc your supervisor
- Never leave an athlete unattended under your care – this can include rehabilitation, treatments, ice baths, etc.
- Never allow Athletic Training Student Aides to practice outside of their scope or knowledge
- Always lock the athletic training room door when you leave
- Field maintenance – addressing any safety concerns with your AD on hazardous conditions
- AED maintenance - including batteries and expiration of pads
- There should be no over-the-counter medications in your athletic training facilities.

HEALTH AND SAFETY

The health and safety of employees and others on Company property are of critical concern to Source Fitness Management, LLC. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Companys premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employees supervisor as soon as possible, regardless of the severity of the injury or accident.

BLOODBORNE PATHOGEN

The Athletic Trainer and staff will follow OSHA guidelines when dealing with blood and bodily fluids

Bleeding Control Measures

1. Exercise universal precautions.
2. Apply gloves latex/nitrile (available in all medical kits).
3. Observe the area to determine nature of the open wound.
4. Apply direct pressure with sterile gauze (or other clean material if sterile gauze is not available).
5. Elevate the involved body part above the heart to slow the flow of blood.
6. Do not elevate in case of spine injuries, internal injuries, fractures, or dislocations.
7. If direct pressure and elevation is not effective in controlling bleeding, arterial pressure can be used. The artery can be compressed against the bone to reduce the blood flow. The pressure points are located at the brachial arteries on the inner aspect of upper arms and the femoral arteries on the anterior aspect at the top of the thighs.
8. Once bleeding is controlled, clean wound thoroughly with an appropriate wound care product.
9. Apply bio-occlusive dressing, cover with an adhesive strip or non-stick pad, secure with elastic tape to assure wound does not become uncovered during competition
10. If subcutaneous fat is exposed, bleeding should be controlled and the wound covered before referring the patient for medical evaluation and treatment.
11. Thoroughly wash hands.